



Classification: Student Assistant (E&A)
Position Number: 880-457-4871-903

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-457-009	Classification Title: Student Assistant (Engineering & Architectural Sciences)	Position Number: 880-457-4871-903
Incumbent Name: Vacant	Working Title: Merced District Student Assistant	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: Division of Drinking Water / Central California Drinking Water Field Operations Branch		Section/Unit: South Central Section – Section III / Merced District (District 11)
Supervisor's Name: Orlando Gonzalez		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:

HR Analyst Approval: 

Date: 09/24/2026

General Statement

Under the close supervision of a Senior Water Resource Control Engineer (Supervisory) (District Engineer) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

Position Description

The Merced District Student Assistant will provide timely and subprofessional and technical assistance to the District staff for the oversight of public water systems that are under the authority of the District. The Merced District Student Assistant is required to communicate effectively, manage multiple tasks and become proficient in their duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):

30%	In a learner capacity, assist District staff with the review and compilation of water quality data submitted to the District from public water systems to ensure that databases are complete. In a learner capacity, assist staff with verifying that source water quality data is entered in the State Water Resources Control Board's (SWRCB) Water Quality Inquiry (WQI) database, and if it is not, input water quality data into the appropriate databases and spreadsheets for District Engineers' review. In a learner capacity, assist staff with identifying and elevating potential issues in the water quality data to District staff or District Engineers.
25%	In a learner capacity, assist District technical staff in gathering data on water system facilities by accompanying and providing subprofessional and technical assistance to staff during inspections and sanitary surveys, such as helping with water quality sampling and review of system operational records and procedures. In a learner capacity, assist District technical staff with making or checking engineering calculations and evaluations as well as with drafting reports for permits, permit amendments, or sanitary surveys.
20%	In a learner capacity, complete special projects, such as preparing files for water and recycled water systems, updating emergency notification plans, performing data entry in various databases, preparing templates and forms for use by District staff, and generating documents for mass mailing.
15%	In a learner capacity, assist District staff with the management of project files, supporting documentation, site inspection reports, and other physical and electronic files located in and/or managed by the District. Update and organize program filing systems, including scanning hard copies and filing them electronically in the Enterprise Content Management (ECM) database.

Marginal Functions (Including percentage of time):

5%	In a learner capacity, assist District staff with preparing letters to and other documents for water systems and with compiling and documenting water systems data electronically for review by District engineers.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, use a phone and a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds. On occasion, accompany staff during water system inspections, which may require navigating uneven, rugged terrain for extended periods of time, in high or low temperatures throughout the workday, while transporting equipment weighing up to 20 pounds.



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Typical Working Conditions:

The incumbent works in a state owned or leased facility, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date